

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST****KAMPALA****2. AGENCY****STATE****3a. POSITION NO.****600065**

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

**INFORMATION RESOURCE CENTER  
TECHNICIAN FSN-****7**

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)****7. NAME OF EMPLOYEE****8. OFFICE/SECTION****PUBLIC AFFAIRS**

a. First Subdivision

b. Second Subdivision

**AMERICAN CENTER**

c. Third Subdivision

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

**SOPHIE BANGI**

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

**LISA LARSON**

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

**JOHN KLIMOWSKI**

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Under the supervision of the IRC Director and the Cultural Affairs Officer provides research and reference services to IRC target audiences as well as mission staff. Also advises on collection development and recommends and implements outreach programming and training and demonstration activities. Uses electronic and traditional resources to respond to inquiries of moderate complexity from the target audience.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

**A. Research and Reference Services:**

Solicits requisite details and responds to inquiries for basic information from IRC contacts, mission staff, and walk-in clients. Pro-actively identifies and provides information on U.S. society, policies and practices, and MPP theme areas to key audiences. Assists with training new users or special groups on internet and other IRC reference materials and resources. Identifies and disseminates items of interest to Public Affairs staff by reviewing incoming documents and periodicals. Keeps abreast of emerging information technology, and closely follows issues, articles, and reports relevant to MPP strategic goals. 60%

**B. Programming and Outreach:**

Recommends to the IRC Director target groups, identifies background information, and assists in planning and implementing IRC outreach in line with MPP goals and mission activities. Participates in outreach activities, including presentations on the full range of IRC resources and services. Assists the IRC Director in the development of American Corners in target communities/facilities. Makes necessary book and equipment orders for American Corners and donation projects to outside institutions. Tracks the status of all orders to delivery.

Plans, makes, and monitors arrangements for IRC programs, exhibits, book discussions, and training activities. Assists in the selection of materials for book exhibits, poster shows, and other programs in support of Public Affairs section activities. Advises the PAO/ CAO and IRC Director of anything needed to improve IRC programs/activities.

Schedules appointments for researchers from government offices and other contacts. Briefs users on IRC services, and provides individual instruction to researchers using reference materials in the Center. Participates in professional organizations and conferences and maintains contact with information professionals to stay abreast of local developments and advise them of IRC services. 30%

**C. Collection Development:**

Recommends to the IRC Director the purchase of publications and products to expand and improve IRC holdings. Assists in the selection of books and videos for the American Spaces; Prepares orders for American Spaces, maintains purchase files, and tracks orders. Updates content of Follet Destiny Library Management system. Catalogs and classifies books and videos and performs other cataloguing duties as necessary. Identifies reference materials that are out of date or of marginal interest to the target audiences and recommends disposal/replacement to supervisor. 10%

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**a. Education**

Completion of both 'O' and 'A' level is required. Completion of a university degree in business administration, liberal arts, or science is required.

**b. Prior Work Experience**

Three years of progressive work experience in library services, office management, public relations, or project management in a medium to a large organization is required.

**c. Post Entry Training**

Orientation to MPP goals, PD programs and objectives by PAO/CAO Instruction in IRC functions by PAO/APAO, IRC Associate Director, and Regional Information Officer. Training in electronic and telecom systems as necessary, as well as internet and database search methods is required.

- d. Language Proficiency: List both English and host country language(s) by level and specialization. Level IV (Fluent) in both written and spoken English is required.
- e. Knowledge  
Electronic retrieval and delivery tools. Standard information science practices and procedures. General knowledge of PD organization and objectives. Some knowledge of U.S. culture and society as well as U.S. foreign policy is required.
- f. Skills and Abilities  
Excellent service orientation, communication and cross-cultural skills. Demonstrated ability to rapidly perform complex reference services and work effectively with American and local staffs. Must be able to plan, organize, and carry out assigned responsibilities, including a coordinated outreach plan. Work in close coordination with Public Affairs staff to determine resource needs to support mission is required.

#### **16. POSITION ELEMENTS**

- a. Supervision Received  
Supervised by the IRC Director and APAO.
- b. Available Guidelines
- c. Exercise of Judgment  
Personal judgment in matching information resources with audience requests and for unsolicited distribution in support of U.S. Embassy objectives as well as in determining who is eligible to use IRC services.
- d. Authority to Make Commitments  
None
- e. Nature, Level and Purpose of Contacts  
Contact is with middle to high-level Ugandan government officials, mission contacts, leadership of civil society organizations, education institutions and business people.
- f. Supervision Exercised  
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
52 weeks